

***** HUMAN RESOURCES *****
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내
Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN15A16

TITLE-SERIES-GRADE: SECRETARY, KGS-0318-05 (1 VACANCY)

SALARY RANGE: KGS-5: 10,777 – 14,830 Won per Hour

OPEN PERIOD: Friday, 03 Jun 2016 to Thursday, 09 Jun 2016

DUTY LOCATION: Security Detachment, Commander Fleet Activities
PSC 479 FPO AP 96269 – Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:
All current USFK KN employees within Chinhae

RPA NUMBER (HRO USE ONLY): 397531

NOTE: Full performance level KGS-05.

Applicants need to submit a self addressed stamped envelope to receive notification of result.

MAJOR DUTIES:

Performs operating Defense Traveling System in connection with plans and schedules for Security members on TAD or mission. Receives telephone and personal callers, may personally handle routing queries, routing more technical matters to supervisor or to appropriate staff members. Provides information on routine business of the organization to outside callers. Maintains Security Department's calendar and reminds Security personnel of scheduled events. Assists supervisor in preparing and compiling special studies and reports. Following instructions as to the nature of the subject matters required, obtains reports, documents, files and other background material from a variety of sources. Selects specified information from appropriate documents, consolidates and using an automated system types drafts of data in various categories required. After review by supervisor and approval, types in final form. From verbal instructions prepares standardized and routine correspondence such as transmittal letters or endorsements. Prepares draft for review and approval, then types in final form. Establishes and maintains subject matter and regulatory files in connection with work of the office. Uses initiative in establishing or revising files to meet current needs. Filing duties require good knowledge of the Navy Functional Filing Systems. Performs a variety of other miscellaneous secretarial and typing duties to include correspondence,

studies, reports and messages. Types from rough drafts with responsibility for selecting appropriate format; making corrections in grammar, punctuation and spelling; checking and verifying references used; and for assembling any necessary enclosures to accompany finished correspondence. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE / EDUCATION

One year of specialized experience equivalent to a KGS-04

OR

4 years above high school.

SPECIALIZED EXPERIENCE is defined as experience which has equipped the candidate with the particular KSAs to successfully perform the duties of that position. Examples of specialized experience include but not limited to are providing telephone and receptionist services; Maintaining records; Requisitioning office supplies; Filing material and maintaining office filing system; Receiving and controlling incoming and outgoing correspondence and reports for format, grammar, and punctuation; Writing simple or repetitive, non-technical correspondence such as letters of acknowledgement; Scheduling appointments and preparing notes regarding topics to be discussed; Ability to operate a variety of office hardware and software systems and knowledge and skill applying grammar, spelling, and punctuation.

b. ENGLISH LANGUAGE COMPETENCY: The American Language Course Placement Test (ALCPT) score of 60% is required or the TOEFL score of 450 (or 133 on the computer based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the ALCPT/TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of General Supply Administration (GSA) advantage online shopping and ordering service, government commercial purchase card and Defense Property Accountability System (DPAS).
2. Skill in organization, recordkeeping, and multi-tasking.
3. Strong Ability to read, write and speak English.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest).

1. All current USFK KN employees within Chinhae.

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hanqul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3428.